

Dear (principal),

Your Area Library Media Specialist has a new face and a new title! We are now called Media Technology Specialists (MTS). The name change is to emphasize the importance of integrating technology into our 21st century libraries! My name is Susan Huff and I am assigned to your school. I hope to work closely with you throughout the year to help make your library the heart of the school.

Some of my responsibilities will be:

\* Partnering with you to develop an overall school library vision

\* Promoting reading

\* Managing the library media budget

\* Advising on laws and policies regarding copyright

\* Promoting efficient and reliable internet research

\* Managing the library collection

\* Conducting inservices for teachers as requested

\* Supporting faculty for related programs and projects

\* Defending freedom of speech for challenged books

I would like to schedule a time to meet with you for approximately 15 minutes to introduce myself and visit with you about your library goals. I will call to make an appointment. I would also like to attend a **faculty meeting** and advise the faculty of how I can be of service to them.

Also, I am available to do presentations to your faculty such as:

\* Destiny (search the library catalog, creating reading lists, placing holds, etc.)

\* Copyright

\* Book talks (picture books for older kids, pair and share non fiction & fiction, read-alouds, etc.)

If you have questions, please contact me at 801-554-8398 or email me at susan.huff@canyonsdistrict.org.

Sincerely,

Susan Huff